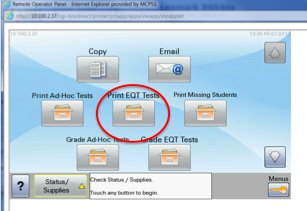
**STEPS TO PRINTING EQT ANSWER SHEETS**

Choose the **Print EQT Tests** icon (next)



Enter your **user ID** (next) and **password** (next)

Make sure your **school** is listed (next)

Scroll to **highlight a teacher** (next)

Scroll to **highlight the desired course** (next)

Check to see that suggested test is correct (next)

To print answer sheets choose **next**

If suggested test is NOT desired

**Choose test from full list** (next)

Scroll to **select subject** (next)

Within subject **highlight test desired** (next)

**Print answer sheets** (next)

When answer sheets print select:

**Print more courses for the same teacher**

**Print more tests for a different teacher**

Choose **Next** to **EXIT**

**EQT FAQ**

***Most of my students missed question #7. I know the computer is wrong.***

Contact Curriculum (Toni Worsham) and explain the issue. Curriculum will contact EQT facilitator (Alton) to make the answer key change. After Curriculum notifies you that the change has been applied re-scan the answer sheets. The most recent score will replace the old score.

***All of my students failed the test.***

Contact EQT facilitator (Alton) to determine why everyone failed.

***The scanner is not grading consistently.***

Look at the answer sheet. Clean up the answer sheet and re-score.

Replace toner, re-print answer sheets, re-bubble and re-score.

If this doesn’t work, contact EQT facilitator (Alton).

***I have a new student. I created an answer sheet for him. I want him to take the test, but I don’t want his score to post.***

Let him take the test, but DO NOT SCAN. Grade the test manually.

***I accidently scored a new student and I need his score removed.***

Contact EQT facilitator (Alton).

***I can’t log in to the EQT machine.***

Contact Data Entry Specialist (Lynn Lee).

***When I select a teacher for EQT answer sheet printing, there is no test associated with her class.***

When you select a course, the next screen gives you the option to select from the ‘full list’. Accept that option and follow the prompts to select the correct test. If this doesn’t work, contact EQT facilitator (Alton).

***The EQT machine is associating the wrong test for this class.***

When you select a course and the wrong test is associated, the next screen gives you the option to select from the ‘full list’. Accept that option and follow the prompts to select the correct test. This action will override the initial test associated with the course.

***The EQT machine will not work. It says to contact administrator.***

Contact EQT facilitator (Alton).

**FOR ALL OTHER EQT PROBLEMS, CONTACT EQT FACILITATOR (ALTON)**